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CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES; MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

1. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in 1993, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. The data includes compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for New York- and Vienna-based bodies, which were proposed by the Committee on Conferences at its substantive session of 1992. As the Documentation Records, Information and Tracking System (DRITS) has only recently been set up in Geneva, the data needed to compute the two indices for Geneva-based bodies will only be available for sessions beginning in 1994.

2. Annex II contains an analysis of the statistics, including the overall and average utilization factors, and a breakdown in terms of percentages of the meetings ratio and planning accuracy factor of the bodies in the sample. In view of the recent adoption of the experimental methodology, a comparative analysis of all the factors covered can be presented only in subsequent reports, as such a study would require data from two years at a minimum.

3. It should be noted that, in response to a request made by the Committee at the session referred to, the representational sample of bodies that met in New York, Geneva and Vienna in 1993 has been expanded with respect to previous

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* A/AC.172/154/Add.1.

years. The bodies selected meet on a regular basis, and it may be assumed that their performance is a reflection of United Nations organs as a whole. Clearly, however, such measures as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

4. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings is not included as time lost due to late starting or early ending of meetings.

5. The following is an explanation of column headings that appear in the annexes:

A The number of meetings planned by a given organ in a scheduled session, not including any additional meetings;

B The number of additional meetings held during the session;

C The number of meetings cancelled during the session;

D The number of meetings actually held;

E The number of unrelated reassignments;

F The amount of time lost owing to late starting/early ending (hours and minutes);

MR The meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF The planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF The utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - F/3}{(A+B)} = UF$$

In the foregoing calculation, the total number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held;

CI The compliance index, calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI The availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

Annex I

BODIES MEETING IN NEW YORK, GENEVA AND VIENNA IN 1993

A. New York

	A	B	C	D	E	F	MR	PAF	UF
Ad Hoc Committee on the Indian Ocean, 21 June-2 July	20	-	4	16	2	13.05/ 4.35	80	80	65
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	100%	..	..	..	..	..	..		
	A	B	C	D	E	F	MR	PAF	UF
Advisory Board on Disarmament Matters, 28 June-2 July	10	-	2	8	-	2.45/ 1.10	80	80	70
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	100%	..	..	..	..	..	..		
	A	B	C	D	E	F	MR	PAF	UF
Committee for Programme and Coordination, 10-14 May	10	-	-	10	-	3.55/3	100	100	80
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	11%	..	11%	..	..	22%	44%		

	A	B	C	D	E	F	MR	PAF	UF
Commission on Sustainable Development, 14-25 June	23	-	2	21	-	7.40/ 4.20	91	91	74
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	15%	-	-	-	-	-	35%		
	A	B	C	D	E	F	MR	PAF	UF
Committee on Contributions, 14 June-2 July	23	-	-	23	-	7/.50	100	100	91
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	-	-	-	6%	-	11%	28%		
	A	B	C	D	E	F	MR	PAF	UF
Committee on Information, 10-28 May	20	-	9	11	4	4.20/ 11.25	55	55	50
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	10%	-	-	-	-	10%	50%		
	A	B	C	D	E	F	MR	PAF	UF
Committee on Natural Resources, 29 March-8 April	18	-	6	12	4	3.55/ 7.50	67	67	67
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	-	-	-	7%	-	14%	35%		

	A	B	C	D	E	F	MR	PAF	UF
Committee on Non-Governmental Organizations, 22 March-2 April	20	-	-	20	-	10.40/ 2.40	100	100	80
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	13%	-	-	7%	9%	31%	26%		
	A	B	C	D	E	F	MR	PAF	UF
Commission on Transnational Corporations, 5-15 April	16	-	2	14	1	7.20/ 1.50	88	88	75
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	10%	..	..	..	..	..	..		
	A	B	C	D	E	F	MR	PAF	UF
Committee for Programme and Coordination, 6-15 October	16	-	-	16	-	6.55/ 4.35	100	100	81
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	4%	..	11%	..	15%	7%	19%		
	A	B	C	D	E	F	MR	PAF	UF
Committee on the Peaceful Uses of Outer Space, 7-18 June	19	-	3	16	1	10.05/ 12.20	84	84	53
	CI	AI							
		Issued by end of week:							
		6	5	4	3	2	1		
	78%	-	-	9%	-	-	9%		

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Peaceful Uses of Outer Space - Legal Subcommittee, 22 March-2 April	22	-	5	17	1	8.05/ 18	77	77	45

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
16%	-	-	-	-	16%	-

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Peaceful Uses of Outer Space - Scientific and Technical Subcommittee, 16-26 February	18	-	3	15	2	5.55/ 12.15	83	83	61

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	-	-	-	-	-	25%

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee, 22 March-2 April	20	-	-	20	-	6/.05	100	100	90

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
International Civil Service Commission, 8-26 March	26	-	4	22	1	8.20/ .25	85	85	81

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	-	6%	-	-	7%	11%

	A	B	C	D	E	F	MR	PAF	UF
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization, 1-19 March	30	-	4	26	3	10.15/ 2.55	87	87	83

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
100%	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Statistical Commission, 22 February-3 March	16	-	1	15	-	3/1.50	94	94	88

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
16%	10%	20%	3%	3%	16%	26%

	A	B	C	D	E	F	MR	PAF	UF
United Nations Commission on International Trade Law - Working Group on International Contract Practices, 24 May-4 June	16	-	-	16	-	1.45/ 1.30	100	100	94

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
100%	-	-	-	-	-	-

	A	B	C	D	E	F	MR	PAF	UF
United Nations Commission on International Trade Law - Working Group on Electronic Data Interchange, 4-15 January	18	-	1	17	1	5.45/ .35	94	94	89

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
50%	-	-	-	20%	20%	10%

	A	B	C	D	E	F	MR	PAF	UF
United Nations Development Programme (UNDP) - Governing Council - organizational meeting and special session, 16-19 February	11	1	-	12	-	3.35/ .55	109	91	92

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	20%	60%	20%

	A	B	C	D	E	F	HR	PAF	UF
UNDP - Governing Council, 1-18 June	35	-	3	32	1	10.05/ 3.50	91	91	83

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
17%	12%	..	..	12%	6%	17%

	A	B	C	D	E	F	HR	PAF	UF
United Nations Children's Fund (UNICEF) - Executive Board, organizational session, 9-10 February 1993	4	-	1	3	-	.40/ .55	75	75	75

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	-	20%	20%	-	-	60%

	A	B	C	D	E	F	HR	PAF	UF
UNICEF - Executive Board, Programme Committee and Committee on Administration and Finance, 28 April-7 May	28	1	-	29	-	7.55/ 2.40	104	96	90

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
4%	..	1%	..	5%	5%	59%

	A	B	C	D	E	F	MR	PAF	UF
UNICEF organizational session, 7 June	2	-	1	1	1	.30/ 1.50	50	50	100

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	-	-	-	-	100%	-

B. Geneva

	A	B	C	D	E	F	MR	PAF	UF
Commission on Human Rights, 1 February-12 March	94	-	1	93	-	17.10/ 20.05	99	99	86

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Rights of the Child, third session, 11-29 January	30	-	1	29	-	2.05/ 2.05	97	97	93

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Rights of the Child, fourth session, 20 September-8 October	29	-	-	29	-	-/2.25	100	100	100

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Elimination of Racial Discrimination, forty-second session, 1-19 March	30	-	2	28	-	.40/ .40	93	93	93

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Elimination of Racial Discrimination, forty-third session, 2-20 August	30	-	1	29	-	-/1.55	97	97	97

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee against Torture, tenth session, 19-30 April	20	-	3	17	-	-/4.25	85	85	80

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee against Torture, eleventh session, 18 October-5 November	20	-	1	19	-	-/4	95	95	90

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, extraordinary session, 10-28 May	28	-	7	21	-	-/2.10	75	75	75

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, ninth session, 22 November-10 December	28	-	-	28	-	-/3.30	100	100	96

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Economic and Social Council - Subcommittee of Experts on the Transport of Dangerous Goods, 12-21 July	16	-	1	15	-	-/4.35	94	94	88

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Economic and Social Council - Committee of Experts on the Transport of Dangerous Goods, 22-30 November	14	-	1	13	-	-/.20	93	93	93

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee, forty-eighth session, 12-30 July	30	-	1	29	-	-/.25	97	97	97

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee, forty-ninth session, 18 October-5 November	27	-	-	27	-	-	100	100	100

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
International Law Commission, forty-fifth session, 3 May-23 July	96	-	3	93	-	-/8.45	97	97	95

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories, 6-8 January	6	-	1	5	-	.30/ 2.25	83	83	67

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories, 26 April	2	-	1	1	-	.50/ 1.30	50	50	50

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories, 23-27 August	10	-	2	8	-	-/.50	80	80	80

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Statistical Commission - Working Group on International Statistical Programmes and Coordination, 13-16 September	8	-	1	7	-	-	88	88	88

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Subcommission on Prevention of Discrimination and Protection of Minorities - Working Group on Indigenous Populations, 19-30 July	25	-	-	25	-	-/5.10	100	100	96

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board, thirty-ninth session, second part, 15-26 March	40	-	-	40	-	1.20/ 18.30	100	100	85

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
UNCTAD - Trade and Development Board, fortieth session, first part, 20 September-1 October	29	-	-	29	-	-/10.10	100	100	90

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
Office of the United Nations High Commissioner for Refugees - Executive Committee of the Programme, forty-fourth session, 29 September-8 October	17	-	-	17	-	-/7.05	100	100	88

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

C. Vienna

	A	B	C	D	E	F	MR	PAF	UF
Commission on Narcotic Drugs, 29 March-7 April	16	-	-	16	-	2.08/ 5.29	100	100	88

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
10%	3%	7%	9%	6%	7%	59%

	A	B	C	D	E	F	MR	PAF	UF
Commission on Narcotic Drugs, reconvened thirty-sixth session, 16 and 17 December	3	-	-	3	-	.45/ 3.43	100	100	67

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
10%	10%	10%	13%	26%	3%	29%

	A	B	C	D	E	F	MR	PAF	UF
Commission on Crime Prevention and Criminal Justice, 13-23 April	24	-	-	24	-	4.23/ 9.59	100	100	83

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	20%	5%	18%	7%	5%	45%

	A	B	C	D	E	F	MR	PAF	UF
International Narcotics Control Board, 4-14 May	18	-	-	18	-	.48/ 5.17	100	100	89

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
-	-	-	-	10%	30%	60%

	A	B	C	D	E	F	MR	PAF	UF
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) - Advisory Commission, 6 October	2	-	-	2	-	-	100	100	100

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
..	..	..	..	..	..	..

	A	B	C	D	E	F	MR	PAF	UF
United Nations Scientific Committee on the Effects of Atomic Radiation, 17-28 May	30	-	2	28	-	.45/ 12.45	93	93	80

CI	AI					
	Issued by end of week:					
	6	5	4	3	2	1
21%	3%	10%	10%	8%	13%	36%

Annex II

ANALYSIS OF THE STATISTICS

1. The overall utilization factor for 1993 was 82 per cent. It is computed by totalling the data in the six columns for all bodies in the three locations and treating it as if it reflected a single body, as follows:

Duty station	A	B	C	D	E	F	UF
New York	441	2	51	392	22	246	75
Geneva	629	-	27	602	-	113	90
Vienna	93	-	2	91	-	44	82
	1 163	2	80	1 085	22	403	84

2. The overall utilization factor for 1993 shows a gain of 7 per cent against the same factor for 1992 (77 per cent), as reported in paragraph 6 of document A/AC.172/88/Add.11.

3. The average utilization factor for 1993 was 83 per cent. It is computed by totalling the utilization factors of each body under review at each session held during a given year and dividing that figure by the number of sessions held (i.e., in 1993, 4,291/52). The average utilization factors for the period 1984-1993 were as follows:

1984	1985	1986	1987	1988	1989	1990	1991	1992	1993
71	74	74	77	75	75	70	77	78	83

4. The results of the study show, with some exceptions, a continued upward trend in utilization over the past 10 years. Indeed, as a whole, the bodies under review are generally exceeding the benchmark figure of 75 per cent utilization adopted by the Committee on Conferences in 1983. This positive trend may be attributed to the educational role played by the Committee and, in particular, its chairmen, vis-à-vis the chairmen and secretaries of bodies with low utilization factors, and to increased awareness on the part of subsidiary bodies concerning the Organization's financial constraints. In paragraph 23 of its report to the General Assembly at its forty-eighth session, a/ the Committee on Conferences decided to raise the benchmark figure to 80 per cent beginning in 1994. In paragraph 6 of its resolution 48/222 A of 23 December 1993, the General Assembly took note of that decision.

5. The utilization factors for the bodies in the sample for the period 1991-1993 are presented below in tabular form for comparison purposes:

Utilization factor (percentage)	Number of sessions 1991	1992	1993
0-14	-	-	-
15-24	-	-	-
25-34	-	1	-
35-44	-	-	-
45-54	6	4	4
55-64	6	2	1
65-74	7	9	7
75-84	14	9	12
95-100	20	17	28
Total	53	42	52

6. In the past three years, 10 per cent of the bodies in the sample fell in the lowest range of 0-54 per cent utilization. In 1993, 15 per cent of the bodies had a utilization factor of 55 to 74 per cent, against 26 per cent in 1992 and 25 per cent in 1991. As to compliance with the benchmark, in 1993, 77 per cent of the bodies in the sample had a utilization factor of 75 per cent or higher, against 62 per cent in 1992 and 64 per cent in 1991.

7. The figures are summarized as follows:

Percentage of conference resources utilized	Percentage of sessions held 1991	1992	1993
75-100	64	62	40
55-74	24	29	8
0-54	12	12	4

8. The following is a breakdown of the meeting ratios of the bodies in the sample for 1993:

Percentage	Number of sessions
50-64	3
65-74	2
75-84	10
85-94	11
95-109	26
Total	52

9. Thus, in 1993 10 per cent of the bodies in the sample had meeting ratios below 75 per cent; 90 per cent had meeting ratios above 75 per cent. Seventy-one per cent of the bodies had meeting ratios of 85 to 109 per cent.

10. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 1993:

Percentage	Number of sessions
50-64	3
65-74	1
75-84	9
85-94	14
95-100	25
Total	52

11. Thus, in 1993 8 per cent of the bodies had planning accuracy factors below 75 per cent; 92 per cent had factors above 75 per cent. Seventy-five per cent of the bodies had planning accuracy factors of 85 to 100 per cent.

12. The Committee on Conferences may wish to decide on benchmark figures for the meeting ratio and planning accuracy factor at its substantive session of 1994.